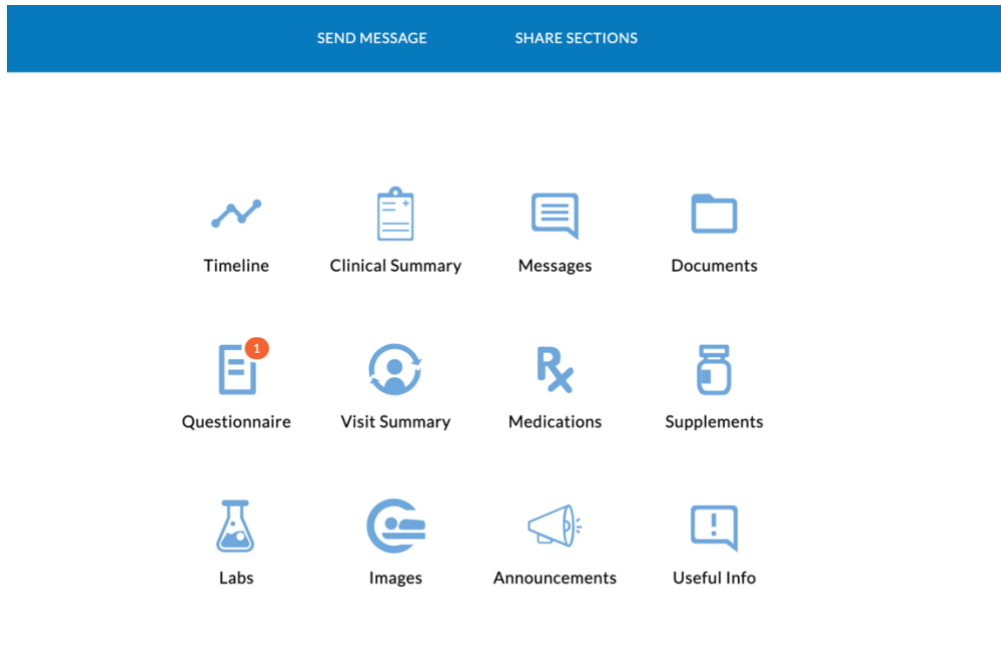
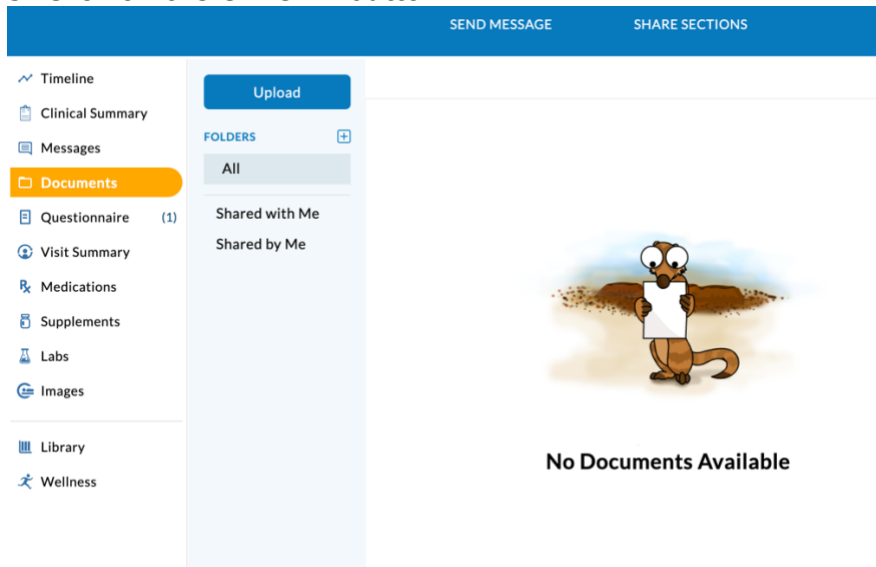


HOW TO UPLOAD AND SHARE DOCUMENTS IN CHARM

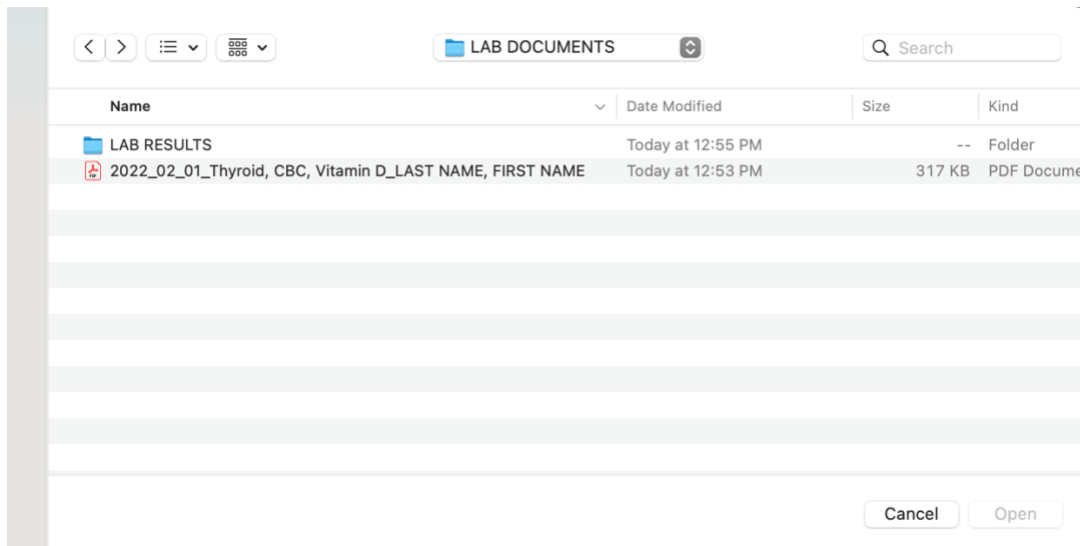
1. Log into your [CharmHealth account](#).
2. Click on the DOCUMENTS icon on your homepage.



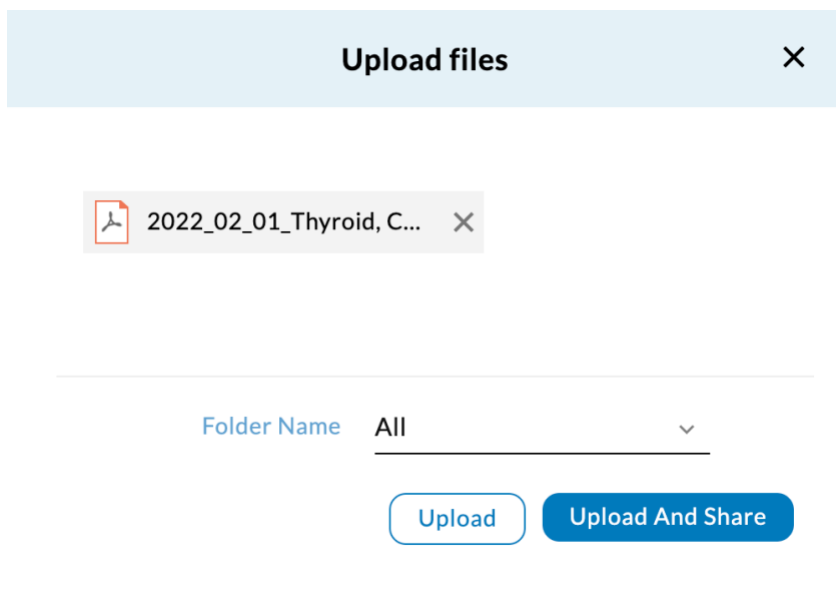
3. Click on the UPLOAD button.



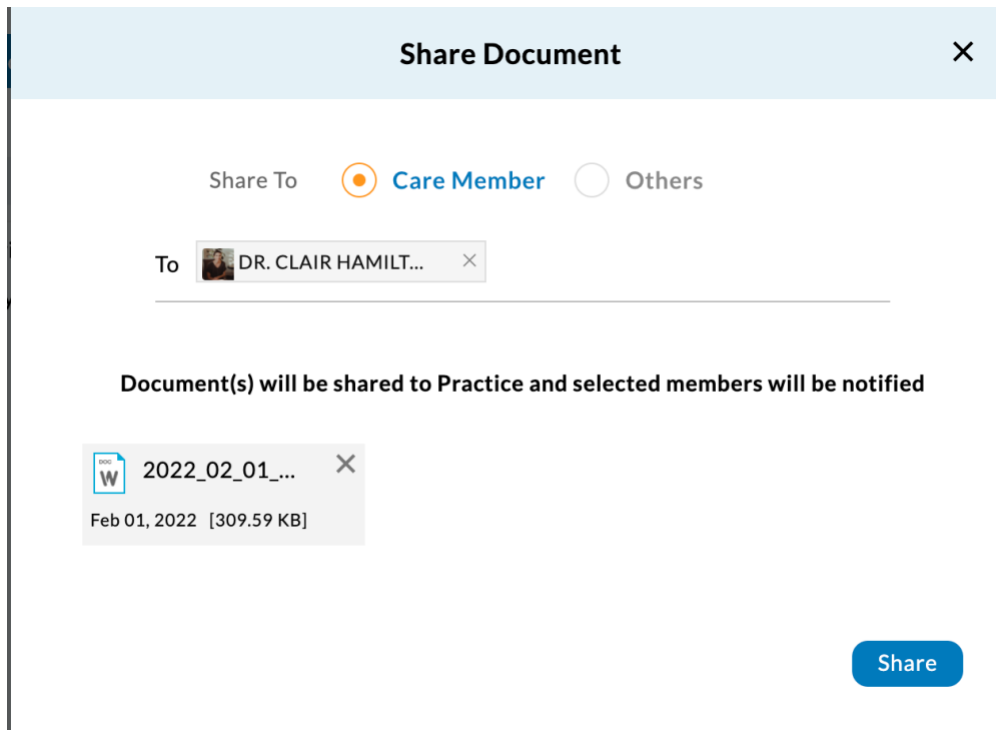
4. Select the file from your computer that you want to upload and click on OPEN.



5. Click the **UPLOAD AND SHARE** button. (If you just click upload, I will not be able to see the file you have uploaded.)



6. Select to **SHARE TO CARE MEMBER** and in the 'To' field select Dr. Clair Hamilton.



7. Click on the SHARE button.

Now you have successfully uploaded and shared your document so that I can review it.

HELPFUL TIPS

- Focus on sharing lab results from the previous 12 months.
- If you have autoimmune or infection testing (antibodies, lyme tests, ANA panels, etc.) please provide the most recent testing even if it's several years old.
- Please title your documents appropriately. I spend a LOT of time reviewing patient documents and having this task taken care of makes a big difference. Consider the following document naming strategy: 'YYYY_MM_DD_NAME OF DOCUMENT_YOUR NAME.
- If you have a lot of labs, imaging, and documents from past work-up you can fill out my RELEASE OF RECORDS forms and I can fax your clinics for your past records on your behalf. My practice fax number is 763 237 8124.